



Companies and Intellectual  
Property Commission  
a member of the dtic group

## NOTICE TO CUSTOMERS (Notice 4 of 2022)

### MAINTENANCE ON NAME RESERVATION AND APPROVAL SYSTEM

Companies and Intellectual Property Commission (“CIPC”) will be undertaking urgent maintenance on the name reservation and approval system from 16:00 17 February 2022 to 08:00 20 February 2022.

The following channels and services will be unavailable:

- Name reservations services via E-Services, New E-services, Mobile App, Self Service Terminal (“SST”), Banks, BizPortal and [namereservationsandregistrations@cipc.co.za](mailto:namereservationsandregistrations@cipc.co.za) (e-mails will be accepted by the mailbox but not processed);
- Primary Co-operative registration and Short Standard Private Company registration via New E-Services; and
- Enterprise Search but only using the Name Search option on [www.BizPortal.gov.za](http://www.BizPortal.gov.za).

Important to note:

- Name reservations that have already been submitted, but not registered, will experience a delay in turnaround time and processing will only commence once maintenance has been completed.
- A for profit company may be registered without a name in which instance:-
  - The registration number will be its name followed by the suffix “South Africa”(excluding New E-Services channel);
  - After registering a new company with the registration number as the name, a company name change may be filed free of charge. Refer to link below.
  - The registration certificate, as well as the other registration documents will reflect the registration number as the name of the company since that was the registration information at registration.
  - Only after a company name change will an amended registration certificate be issued with the reserved name. The incorporation documentation as issued upon registration, will not reflect this information.

[www.cipc.co.za/index.php/manage-your-business/manage-your-company/public-company/making-changes-your-companys-management-administration-and-governance/changes-company-name/](http://www.cipc.co.za/index.php/manage-your-business/manage-your-company/public-company/making-changes-your-companys-management-administration-and-governance/changes-company-name/)

For further assistance kindly log a ticket via the CIPC online ticketing system [www.cipc.co.za](http://www.cipc.co.za) / enquiries.

Apologies for any inconvenience caused.

Yours faithfully,

Adv. Rory Voller  
Commissioner: CIPC  
Date: 17/02/2022